

## OUR LADY &amp; ST JOSEPH CATHOLIC PRIMARY SCHOOL

## Meeting of the Governing Body

9 February 2022

Held at the school

**EXCL CONF**

<b>Governors Present</b>	Foundation: Paul Mokwenye (Chair), Derek Hyett Staff: Aoife O'Grady (Interim Headteacher), Theresa Garnett Parents: Michelle Hogan-Tricks LA: Julian Vennis (Vice Chair) – attending by video link Associate member: Rapture Orafu - attending by video link
<b>Guests/ Observers</b>	Sarah Woodhouse (Acting Deputy Head) Theresa O'Hagan (School Business Manager) Louise Campion (Finance Consultant)
<b>Apologies</b>	RO for lateness, JV leaving early
<b>Clerk</b>	Susan Moyse
<b>Abbreviations</b>	LAC (Looked After Children), LA (Local Authority – Hackney Council), EYFS (Early Years Foundation Stage), KS1 (Key Stage One – Years 1-2), KS2 (Key Stage Two – Years 3-6), SIP (School Improvement Partner), SDP (School Development Plan), SEND (Special Educational Needs and Disability), EHCP (Education, Health & Care Plan), CPD (Continuing Professional Development), HLTA (Higher Level Teaching Assistant), SLT (Senior Leadership Team), CAMHS (Children & Adolescent Mental Health Service), GDPR (General Data Protection Regulations), CES (Catholic Education Service), RCDOW (Roman Catholic Diocese of Westminster), SFVS (School Financial Value Standard), GLD (Good Level of Development – expected level at end of EYFS), RWM (Reading, Writing and Maths Combined)

**MINUTES**

*Due to the pandemic, there would be no committee meetings this term. Resources and Curriculum & Standards matters had been included in the main GB agenda.*

*Paul Mokwenye in the chair*

1.	Prayer, Welcome and Apologies		ACTION
1.1.	<b>Prayer and welcome</b> Paul Mokwenye opened the meeting at 6.30pm welcoming all attending in person and by video link. Fr Derek Hyett led the governors in prayer.		
1.2.	<b>Apologies</b> RO for lateness, JV leaving early. The Clerk assured governors that the 6 governors present met the government's quorum requirements.		
2.	<b>Governing Body Organisation</b>		
2.1.	There were no declarations of interest in items on this agenda.		
2.2.	Governors had completed the register of business/ pecuniary interest.		
2.3.	Both Cecilia Amadasun and Diane Porter had resigned as Foundation governors after many years of service to the school and the governing body. Governors sent them their very best wishes. The Head reported that the Diocese had candidates ready to fill the		Clerk advise RCDOW and Hackney

	Foundation governor vacancies.						
	Kendra Owusa had resigned as a parent governor due to her other commitments. She was thanked for her contribution.						
	Michelle Hogan-Tricks' membership would be changing from elected parent governor to a Foundation (Parent) place in order to allow an election of two new parent governors.		<b>Head to arrange election</b>				
<b>2.4.</b>	<b>Link Governors</b> There had been no visits due to the pandemic. Roles would be reviewed once new governors were in place. See also Any Other Business.		<b>Clerk for agenda</b>				
<b>3.</b>	<b>Minutes</b>						
<b>3.1.</b>	Governors <b>agreed</b> the accuracy of the minutes of the 3 November 2021 meeting.						
<b>3.2.</b>	<b>Matters arising (not covered elsewhere)</b> Matters arising had been dealt with or had been included on this agenda.						
<b>3.3.</b>	<b>Chair's action</b> See confidential business.						
<b>4.</b>	<b>Financial Matters</b>						
<b>4.1.</b>	<b>Budget monitoring 2021-22</b>						
	Louise Champion and Therese O'Hagan referred to the Period 9 (December 2021) reports as circulated. Governors had the opportunity to review the reports before the meeting. <b>Budget Monitoring Report</b> The governing body asked whether any significant changes were anticipated between the December report and January. They were assured there were not. The following changes since the last report (Period 6) were noted:						
	<ul style="list-style-type: none"> <li>• <b>Income</b> – overall reduction £4k <ul style="list-style-type: none"> <li>○ I03 increased SEN - funding received from another borough for an EHCP. More income also expected from Hackney</li> <li>○ I05 reduced £7.5k – 8 pupils with PPG left Year 6</li> <li>○ I12 cost of cancelled school trip (due to Covid) was refunded to parents but school had to pay theatre in full</li> </ul> </li> </ul>						
	<b>Agreed</b> should such a situation arise again ask parents if they want a refund or whether they would be willing meet the cost.		<b>Action: TOH</b>				
	<ul style="list-style-type: none"> <li>○ I14 grants adjusted</li> </ul>						
	<ul style="list-style-type: none"> <li>• <b>Expenditure</b> <ul style="list-style-type: none"> <li>○ No change in staff expenditure – codings adjusted</li> </ul> </li> </ul>						
	Governors asked:						
	<table border="1"> <thead> <tr> <th><b>Governor Question</b></th> <th><b>School Response</b></th> </tr> </thead> <tbody> <tr> <td>Is 75% expenditure on E01 (teaching staff) correct for this time of year?</td> <td>Yes. Because this report included April - December salaries inclusive (i.e. 9 months of 12)</td> </tr> </tbody> </table>	<b>Governor Question</b>	<b>School Response</b>	Is 75% expenditure on E01 (teaching staff) correct for this time of year?	Yes. Because this report included April - December salaries inclusive (i.e. 9 months of 12)		
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	<ul style="list-style-type: none"> <li>• <b>Forecast Carry Forward</b> LC and TOH were forecasting a surplus carry forward of £29k. Governors noted that this was lower than the forecast last reported (Period 6 - £42k). They were assured that this was a cautious estimate and the year end surplus may be larger.</li> </ul>						

	<b>CFR Updated 3 Year Budget Report</b>									
	<p>TOH reported that she and the Headteacher had met with the HT mentor to discuss the budget. The mentor had noted that a deficit was forecast by the KPI s (see circulated report) for the next few years based on forecasts of pupil roll and proportion of staff costs. However LC and TOH were confident that there would not be a deficit, because:</p> <ul style="list-style-type: none"> <li>• Increased AWPU funding in 2022-23</li> <li>• Grants not yet confirmed were not included</li> <li>• School will carry forward a surplus from the current year</li> </ul> <p>Governors <b>agreed</b>:</p> <ul style="list-style-type: none"> <li>• While funding and the budget was tight, they did not expect a deficit in the medium term (1-3 years) and</li> <li>• To approve the revised CFR budget as circulated.</li> </ul>									
<b>4.2.</b>	<b>School Fund</b>									
	<p>Governors received the report as circulated. They noted the balance of £17,894.72 (Period 9 – December 2021). Noted that the <b>Governors Fund</b> covered only the cost of Diocesan (buildings) insurance.</p>									
<b>4.3.</b>	<b>School Financial Value Standard (SFVS)</b>									
	<p>The draft had been circulated. Governors noted in particular:</p> <ul style="list-style-type: none"> <li>• Dashboard replaced by pre-filled benchmarking</li> <li>• New questions <ul style="list-style-type: none"> <li>○ No. 16 - Has the school published on its website the number of employees (if any) whose gross salary exceeded £100k? – <i>There are none</i></li> <li>○ No. 19 - Has the school leadership team considered the results of the self-assessment dashboard or other DfE benchmarking tools? – <i>Currently we use the DfE benchmarking tools for reporting to governors and senior leadership team (e.g. on this agenda)</i></li> </ul> </li> </ul>									
	<p>Governors <b>agreed</b>:</p> <ul style="list-style-type: none"> <li>• To complete the competency framework</li> </ul>	<b>TOH to circulate skills matrix (Clerk for agenda)</b>								
	<ul style="list-style-type: none"> <li>• To approve the SFVS for submission to the local authority</li> </ul>									
		<b>TOH to submit SFVS</b>								
<b>4.4.</b>	<b>Benchmarking</b>									
	<p>Governors received the two reports which had been circulated in advance. LC and TOH explained that the national report includes automatically selected schools while the local report just includes 2 other Catholic Hackney schools. They added that the accuracy of the benchmarking depends on the accuracy and equivalence of different schools' coding. E.g. E07 at OLSJ shows expenditure on after-school staff but does not show the corresponding income. Governors asked about:</p>									
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		phones and photocopiers	
	Cleaning?	Cleaning is now outsourced so coding has changed	
<b>4.5.</b>	<b>Budget Planning 2022-23</b>		
	Governors had been sent the first draft budget plan. They noted: <ul style="list-style-type: none"> <li>• Indicative figures - no grants or carry forward included</li> <li>• Energy estimate doubled from 2021-22</li> <li>• Budget balance</li> <li>• Further work before presentation for approval at May GB meeting</li> </ul>		
	<b>Governor Question</b>	<b>School Response</b>	
	Reception roll for September	73 on time applications of which 24 are first preference and 13 second. This is better than the figure used for budget planning	
	Lettings?	Stopped lettings because of high costs of insurance, staffing etc. Recognise that this source of income may need to be reviewed	<b>TOH/ AOG to review possible lettings income and expenditure</b>
<b>4.6.</b>	<b>Premises</b>		
	The Headteacher and TOH updated: <ul style="list-style-type: none"> <li>• Caretaker away – opening/ closing by cleaner and TOH</li> <li>• No expenditure</li> <li>• Nursery boiler issue</li> <li>• Statutory testing due – monitored via Statlog</li> </ul>		
	<b>Agreed</b> to consider policies at this point in the agenda		
<b>5.</b>	<b>Policies and Other Documents</b>		
	Governors <b>agreed</b> the following policies as circulated:		
	<ul style="list-style-type: none"> <li>• Admissions policy and</li> <li>• Supplementary Information Form</li> <li>• Financial Procedures update</li> <li>• Finance Committee terms of reference</li> <li>• Charges and voluntary contributions policy</li> </ul>		
	It was further <b>agreed</b> to review the admissions criteria at the autumn term meeting.		<b>Govs/ TOH to review admissions criteria Clerk for agenda</b>
	The Chair thanked LC and TO'H for their helpful reports. They left the meeting at 7.50pm.		
<b>6.</b>	<b>Minutes</b>		
<b>6.1.</b>	Governors <b>agreed</b> the accuracy of the minutes of the 3 November 2021 meeting.		
<b>6.2.</b>	<b>Matters arising (not covered elsewhere)</b> Matters arising from the confidential minutes are noted under confidential business.		
<b>6.3.</b>	<b>Chair's action</b> Minuted under confidential business		
<b>7.</b>	<b>School Reports</b>		
<b>7.1.</b>	<b>Headteacher's report</b>		
	<i>JV gave his apologies and left the meeting at 8.00pm during this item</i>		
	The Head referred to her first written report and appendices which had been		

	circulated for governors' consideration in advance of the meeting. She highlighted in particular:								
	<ul style="list-style-type: none"> <li>• Good start to term – thanks to staff, SLT and governors</li> <li>• Would like to invite subject leaders to speak to gov's</li> </ul>		<b>AOG to invite subject leaders (Clerk for agenda)</b>						
	<ul style="list-style-type: none"> <li>• SIP visit due in March</li> <li>• Staff wellbeing – staff had asked to work from home on PPA time but not possible at the moment due to Covid19 staffing levels</li> <li>• SEND data – note higher number of boys</li> <li>• Vulnerable children – 81</li> </ul>								
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	<ul style="list-style-type: none"> <li>• Online newsletter – governors noted it was very good</li> <li>• Attendance 95.53%</li> <li>• Persistent absence 14%% (should improve during the year)</li> <li>• Trips now happening</li> <li>• Promotional video (thanks for parent help)</li> <li>• GDPR – issue now resolved</li> </ul>								
	The governors thanked AOG for her first report. They had found it concise and helpful.								
<b>8.</b>	<b>Reports from Committees, Working Parties and Link Governors</b>								
	There had been no committee meetings since the last full governing body meeting. Committees would be re-convened after the Covid19 crisis. There were no other governor reports.								
<b>9.</b>	<b>Policies and Other Documents</b>								
	Covered above								
<b>10.</b>	<b>Briefing Papers</b>								
	Governors had all received links to the following documents.								
	<ul style="list-style-type: none"> <li>• Governance Handbook <a href="https://www.gov.uk/government/publications/governance-handbook">https://www.gov.uk/government/publications/governance-handbook</a></li> <li>• Competency Framework Link as above</li> <li>• KCSIE - Keeping Children Safe in Education <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></li> </ul>								
<b>11.</b>	<b>Governor Training</b>								
	Governors were encouraged to take up the offers from the Diocese and Hackney Council.								
<b>12.</b>	<b>Any Other Business</b>								
	Governors noted that they would like to hear more about the curriculum (the committee had not been meeting during the pandemic). Presentations had been discussed above. <b>Agreed</b> to circulate link governor guidance and form (National Governance Association)		<b>AOG to arrange curriculum presentations</b> <b>Clerk to circulate guidance</b>						

	It was further <b>agreed</b> to reconstitute the committees once the Governing Body had its new members.	<b>AOG/ Chair to set committee meetings</b>
<b>13.</b>	<b>Dates for Governing Body and Committee Meetings</b>	
	Noted: 4 May 2022 An additional meeting could be called to discuss the headship arrangements.	

Confidential business was minuted separately. The Chair closed the meeting at 8.45pm with thanks and good wishes to all.

Signed (Chair) -----

Date \_\_\_\_\_

Minutes prepared by Susan Moyse  
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